



**APPLICATION CONTRACT FOR CHILD SUPPORT ENFORCEMENT  
SERVICES - NONCUSTODIAL PARENT**  
NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES  
CHILD SUPPORT ENFORCEMENT/IV-D  
SFN 1761 (Rev. 2-2008)

Disclosure of the social security number is required pursuant to 42 USC 654a(e)(3) and (e)(4)(D) and is requested for the purpose of inclusion in the state case registry. Failure to disclose this information will affect participation in this program.

Name		Home Telephone Number	
Social Security Number	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	
Address	City	State	ZIP Code
Name of Employer		Work Telephone Number	
Address	City	State	ZIP Code
Custodial Parent Name		Home Telephone Number	
Social Security Number	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	
Address	City	State	ZIP Code

CHILD'S NAME	ADDRESS	GENDER (M or F)	SOCIAL SECURITY NUMBER	DATE OF BIRTH

- I) I am applying for the following services (see addendum for more information):
- ☐ Paternity services
  - ☐ Review and adjustment services
  - ☐ Alternate payment arrangement in place of immediate income withholding
  - ☐ Suspension of interest on unpaid child support
  - ☐ Other, describe: \_\_\_\_\_
- II) I understand that upon approval of this application, all child support services will be provided. These may include establishment of paternity, establishment of child and medical support obligations, and enforcement of child and medical support obligations. All services will continue to be provided until I make a written request to the Department of Human Services (Department) to cancel this contract.
- III) I understand that the Department's attorney is not my private attorney but, according to NDCC 14-09-09.26 and 14-09-09.27, the real party in interest is the people of North Dakota and there is no creation of an attorney-client relationship between me and the Department's attorney.
- IV) I have received a copy of the services and responsibilities notice (DN 1200) and the addendum to the noncustodial parent application contract (DN 906).

Applicant	Date
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**FOR OFFICE USE ONLY - APPLICATION INFORMATION**

Distribution:  
Original - Department  
Canary - Applicant

Date Requested	Date Provided	Date Received
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**STATE OF NORTH DAKOTA  
DEPARTMENT OF HUMAN SERVICES  
CHILD SUPPORT ENFORCEMENT DIVISION  
ADDENDUM TO NONCUSTODIAL PARENT APPLICATION CONTRACT FOR CHILD  
SUPPORT ENFORCEMENT SERVICES**

This addendum provides additional information about the North Dakota child support enforcement services that may be requested by a noncustodial parent. By your signature below, you are indicating that you have read, that you understand, and that you agree with this information.

**Paternity Services**

The Department of Human Services (Department) will take actions necessary to establish or disprove paternity, including:

1. Interviewing the noncustodial parent and the custodial parent.
2. Genetic testing of the noncustodial parent, custodial parent, and child. If genetic tests are completed and the noncustodial parent is determined to be the father, he will be responsible for the costs of all genetic tests. If genetic tests are completed and the noncustodial parent is determined not to be the father, he will only be responsible for the cost of his own genetic test.
3. Establishing an order for paternity and child support, as well as enforcing the child support order.

**Review and Adjustment Services**

1. The Department is authorized to conduct a review of the noncustodial parent's child support obligation according to NDCC 14-09-08.4 through 14-09-08.9.
2. The noncustodial parent agrees to provide the Department with all information necessary to conduct a review of his or her child support obligation.
3. The noncustodial parent understands that the review may result in a finding that the support obligation should be increased as well as the possibility that it should be decreased.
4. The noncustodial parent understands that once a review has started, it will not be stopped unless: a) a written request from both the noncustodial parent and the custodial parent to stop the review is received by the Department; or b) the contract is canceled by a written request from the noncustodial parent to the Department and the custodial parent has not requested continuation of the review by making a separate application for services.
5. The noncustodial parent understands that if the custodial parent wants to continue with the review after the noncustodial parent has indicated a desire to discontinue it, the Department will take any steps necessary to complete the review over the noncustodial parent's objections.
6. The noncustodial parent understands that if a review is terminated once it has started, the Department may refuse to accept another request for review from the noncustodial parent for a period of twelve (12) months from the termination date.
7. The noncustodial parent understands that the review process not only includes the child support obligation but also that the availability and affordability of health insurance coverage for the children will be researched. If appropriate, the judgment or order will be amended to require such coverage.

**Alternate Payment Arrangement in Place of Immediate Income Withholding**

1. The noncustodial parent understands that he or she may complete a separate application to have the child support obligation paid through electronic fund transfer from his or her bank account instead of through immediate income withholding. Electronic fund transfer from a bank account is referred to as an alternate payment arrangement in the following paragraphs.
2. The noncustodial parent understands that the Department will only approve a request for an alternate payment arrangement if it finds that there is good cause to do so. In deciding whether good cause exists, the Department will review the noncustodial parent's payment record to see if the noncustodial parent has paid the full amount of the child support obligation for at least the past nine (9) months (or since the order was entered if the order is less than nine (9) months old).
3. The noncustodial parent understands that he or she must provide bank account information to the Department. If an alternate payment arrangement is approved, the Department will work with the noncustodial parent's bank to set it up and will also terminate any income withholding order in effect. The noncustodial parent must pay any processing fees associated with the alternate payment arrangement.
4. The noncustodial parent understands that the custodial parent will be notified of the alternate payment arrangement and will have the opportunity to object to it.
5. The noncustodial parent understands that if payments are not made in full and on time under an alternate payment arrangement, the Department may terminate the arrangement and issue or reinstate an income withholding order.

**Suspension of Interest on Unpaid Child Support**

1. The noncustodial parent understands that the Department may suspend interest on the noncustodial parent's unpaid child support if the noncustodial parent is a good payer. In this context, "good payer" means that the noncustodial parent has paid the full amount of current child support plus the amount required by law toward the past-due child support for: a) the past nine (9) consecutive months (or since the order was entered if the order is less than nine (9) months old) if the noncustodial parent is under income withholding; or b) the past twelve (12) consecutive months (or since the order was entered if the order is less than twelve (12) months old) if the noncustodial is self-employed or not under income withholding for another reason.
2. The noncustodial parent understands that if interest is suspended because he or she is a good payer, the custodial parent will be notified of the suspension of interest and will have the opportunity to object to it.
3. The noncustodial parent understands that if interest is suspended and he or she stops being a good payer, the Department will start charging interest again.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Signature



**CHILD SUPPORT INFORMATION**  
**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES**  
**CHILD SUPPORT ENFORCEMENT**  
SFN 74 (06-2005)

Disclosure of the social security number is required pursuant to 42 USC 654a(e)(3) and(e)(4)(D) and is requested for the purpose of inclusion in the state case registry. Failure to disclose this information will affect participation in this program.

Please complete this form to the very best of your ability. The information on this form will help the Child Support Enforcement program provide services now and in the future. Some of the information you will likely know and other information you may need to research. For the information you need to research, some useful documents to consider include tax returns, identification cards, driver's license, bills, bank records, pay stubs, marriage licenses, and birth certificates.

**A. INFORMATION ABOUT THE CUSTODIAL PARENT OR OTHER CARETAKER OF CHILDREN**

Full Name (First, Middle, Maiden, Last, and Suffix)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security Number	Date of Birth (MM/DD/YYYY)
Home Address	Home Telephone Number		Cell Phone Number
City	State	Zip Code	Work Telephone Number
E-mail Address			

**B. INFORMATION ABOUT THE NONCUSTODIAL PARENT (You must complete a separate form for each noncustodial parent)**

Full Name (First, Middle, Maiden, Last, and Suffix)		Nickname or Alias		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Social Security Number	US Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, Citizen of What Country			
Date of Birth (MM/DD/YYYY)	Approximate Date of Birth (if birthdate unknown)	Place of Birth (City and State or Country)			
Is Noncustodial Parent Deceased? <input type="checkbox"/> No <input type="checkbox"/> Yes-Date of Death (MM/DD/YYYY): _____ Place of Death (State): _____					If deceased, skip to Section C.
Height	Weight	Race (Check all that apply) <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Black			
Hair Color (Check only one) <input type="checkbox"/> Black <input type="checkbox"/> Brown <input type="checkbox"/> Red/Auburn <input type="checkbox"/> Bald <input type="checkbox"/> Blonde <input type="checkbox"/> Gray <input type="checkbox"/> White		Eye Color (Check only one) <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Hazel <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Black			
List Other Distinguishing Features, (ie, tatoos or scars)		Does Noncustodial Parent Have Any Other Children? <input type="checkbox"/> No <input type="checkbox"/> Yes-Full Names of Children: _____			
Home Address			Home Telephone Number		
City	State	Zip Code	Cell Phone Number		
Mailing Address (City, State, and Zip Code) (if different from home address)					
Previous Address if Current Address Unknown (Street, City, State, Zip)					
Name of Employer		City	State		
Name of Previous Employer		City	State		
Usual Occupation					
Currently in the Military <input type="checkbox"/> No <input type="checkbox"/> Yes-Branch of Service: _____		Previously in the Military <input type="checkbox"/> No <input type="checkbox"/> Yes-Branch of Service: _____			
Noncustodial Parent Receives: (Check all that apply) <input type="checkbox"/> SSI <input type="checkbox"/> Social Security Disability		<input type="checkbox"/> Public Assistance, State: _____ <input type="checkbox"/> Workers Compensation, State: _____ <input type="checkbox"/> Unemployment Compensation, State: _____			
Noncustodial Parent's Mother's Name (First, Middle, Maiden, Last)			Noncustodial Parent's Father's Name (First, Middle, Last, Suffix)		
Items Noncustodial Parent Owns (Check all that apply) <input type="checkbox"/> Car <input type="checkbox"/> Motorcycle <input type="checkbox"/> House <input type="checkbox"/> Business <input type="checkbox"/> Stocks <input type="checkbox"/> Mobile Home <input type="checkbox"/> Truck <input type="checkbox"/> Boat <input type="checkbox"/> Land <input type="checkbox"/> Savings Account <input type="checkbox"/> Checking Account					
List Any Other Investments, Resources, or Property		Does Noncustodial Parent Have a Driver's License? <input type="checkbox"/> No <input type="checkbox"/> Yes-What State? _____			
Is Noncustodial Parent in Prison? <input type="checkbox"/> No <input type="checkbox"/> Yes-Where? _____		Has Noncustodial Parent Been in Prison in the Past? <input type="checkbox"/> No <input type="checkbox"/> Yes-When and Where? _____			

**C. INFORMATION ABOUT THE CHILDREN OF THE NONCUSTODIAL PARENT WHO IS LISTED IN SECTION B**

Case Number (Agency Use Only)

1. Full Name (First, Middle, Last, and Suffix)			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security Number	Date of Birth (MM/DD/YYYY)	Place of Birth (City and State)
2. Full Name (First, Middle, Last, and Suffix)			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security Number	Date of Birth (MM/DD/YYYY)	Place of Birth (City and State)
3. Full Name (First, Middle, Last, and Suffix)			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security Number	Date of Birth (MM/DD/YYYY)	Place of Birth (City and State)
4. Full Name (First, Middle, Last, and Suffix)			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security Number	Date of Birth (MM/DD/YYYY)	Place of Birth (City and State)
If more than 4 children, please attach a separate sheet providing the above information.			
Is there an order for Noncustodial Parent to provide support for any of the children listed above?			
<input type="checkbox"/> No - Skip next 2 lines <input type="checkbox"/> Yes-Continue with questions below:			
Amount \$ _____ per		For Which Children?	
Date Last Received (MM/YYYY)	State/County, or Tribal Court Involved	Case Number	Year of Court Order
Has paternity been established for the children by signing a Voluntary Acknowledgment of Paternity?			
<input type="checkbox"/> No <input type="checkbox"/> Yes-For Which Children?		Which State?	When?
Were the children born while the parents were married or within 9 months of divorce?			
<input type="checkbox"/> No <input type="checkbox"/> Yes-Skip to Section D.			
Has paternity been established for the children by a court order?			
<input type="checkbox"/> No - Skip to Section D. <input type="checkbox"/> Yes-Continue with the following question: For Which Children?			
State and County of Court Involved		Case Number	Year of Court Order

**D. IF YOU ARE THE PARENT, COMPLETE THIS SECTION (if you are NOT the parent of the children, skip to Section E).**

Are you, or were you legally married to the other parent?	
<input type="checkbox"/> No <input type="checkbox"/> Yes-When (month and year)	Where (city and state):
Are you legally separated from the other parent?	
<input type="checkbox"/> No <input type="checkbox"/> Yes-When (month and year):	Court where separation was filed (city and state):
Are you legally divorced from the other parent?	
<input type="checkbox"/> No <input type="checkbox"/> Yes-When (month and year):	Where (city and state):
Is there any legal action pending against the Noncustodial Parent, for example, a divorce action?	
<input type="checkbox"/> No <input type="checkbox"/> Yes	
Did you ever live with the other parent?	Date:
<input type="checkbox"/> No <input type="checkbox"/> Yes-Provide Address:	From:                      To:

**E. IF YOU ARE NOT THE PARENT, COMPLETE THIS SECTION (otherwise, skip to Section F)**

Were the parents married?	Are the parents divorced?
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
How are you related to the children?	
Do you have legal custody of the children?	
<input type="checkbox"/> No-Skip to Section F. <input type="checkbox"/> Yes-Complete this section.	
State and County of Court Involved	Case Number
Year of Court Order	

**F. STATEMENT AND SIGNATURE**

I understand the information given above may be investigated and I certify that this information is true and complete to the best of my knowledge.	
Signature	Date

## ACKNOWLEDGMENT OF NONREPRESENTATION

I, a recipient of child support services, have read and understand the following:

1. The state of North Dakota has a lawyer to assist in securing child support but this lawyer is not my lawyer.
2. I have the right to hire my own lawyer, at my expense, if I want.
3. Child support officials and the state's lawyer may work on my case to locate a noncustodial parent, establish paternity, secure repayment of government benefits (such as TANF and Medicaid), establish medical support, enforce medical support, establish child support, enforce child support, or modify an order for support. The state has an interest in doing all these things. The state's lawyer will represent the state's interest.
4. The state's lawyer will not be able to help me with other matters such as child custody, visitation, tax deductions, or property settlements, even though these things may seem connected to child support. If I want a lawyer to help me with these other matters, I must get my own lawyer.
5. I must cooperate with child support officials and the state's lawyer if I want to receive child support services.
6. When I give information to child support officials or the state's lawyer, that information may be used if the officials or the state's lawyer think it is necessary or appropriate to use it. I will not be able to tell them that the information cannot be used. I will not be able to tell them how to use the information.

The North Dakota laws that deal with paragraphs 1 through 6 above can be found in North Dakota Century Code sections 14-09-09.26 and 14-09-09.27.

By my signature below, I am stating that I have reviewed and understand this Acknowledgment of Nonrepresentation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

Agency Use Only

Person ID:

DN # 403 (4/05)

**STATE OF NORTH DAKOTA  
DEPARTMENT OF HUMAN SERVICES  
CHILD SUPPORT ENFORCEMENT DIVISION  
NON-TANF SUPPORT ENFORCEMENT SERVICES AND RESPONSIBILITIES**

Child Support Enforcement (CSE) provides locate, paternity, child support, spousal support, and medical support services. Recipients of Temporary Assistance for Needy Families (TANF) receive these services automatically. Other individuals may apply for these services; their cases are called "Non-TANF" cases. This Notice describes CSE's services, responsibilities of the individuals receiving the services, fees, accounting procedures, and use and disclosure of information for Non-TANF cases.

**SERVICES - ALL CASES**

1. CSE will determine the methods and strategies used to collect support and fulfill its duties.
2. CSE will make reasonable efforts, consistent with its priorities and procedures, to:
  - a. Locate the noncustodial parent;
  - b. Obtain an order establishing the noncustodial parent's child support obligation according to child support guidelines, if no order exists;
  - c. Establish paternity;
  - d. Enforce child support orders;
  - e. Collect ordered spousal support if current child support, based on the same order, is being collected;
  - f. Collect interest;
  - g. Obtain or enforce an order for medical support, including health insurance coverage; and
  - h. Review cases for potential adjustment to the support amount, either upward or downward, using child support guidelines. (A review of the support amount may be requested by either parent).
3. CSE will monitor for delinquent child support payments through a delinquency control system and will try to initiate appropriate enforcement action when CSE becomes aware of the delinquency.
4. If the noncustodial parent lives in a state other than North Dakota, CSE may have to refer the case to that state to establish or enforce child support payments. Because of differences in state laws and procedures, out-of-state cases present additional problems and often take more time. CSE will release any information contained in office records to another state or jurisdiction when interstate enforcement action requires the information.
5. In performing services for you, CSE is assisted by attorneys. These attorneys represent the state. They are not your personal attorneys.

**This means that no attorney-client relationship exists between you and the CSE attorney. It also means that in the event of a conflict between your interests and those of the state, the CSE attorney will have to resolve the conflict in favor of the state's interests. Should the CSE attorney become aware of such a conflict of interest, he or she will try to inform you.**

CSE cannot provide all the services that you may receive from a private attorney. For example, CSE cannot provide services to you regarding custody, visitation, or any other issue not directly related to child support.

If you require legal advice, desire specific legal action, or desire routine involvement in deciding the methods to be used in your case, you may want to consider using a private attorney who may be able to provide you with more individualized service.

6. Your case will close under the following conditions:

- I.
  - a. Upon your written request;
  - b. When CSE has been advised that you have applied for services in another state, or
  - c. If you are a custodial parent who requested locate-only services, when those services have been provided.

You may request CSE to reinstate your services if changed circumstances could lead to the establishment of paternity, establishment or enforcement of a support order, or a review and adjustment of the support order or, in accordance with federal regulations found at 45 C.F.R. 303.11.

- II.
  - a. If your child has reached the age of majority, there is no longer a current support order, and arrears are under \$500 or unenforceable under state law;
  - b. If your child has not reached the age of majority but there is no longer a current support order and arrears are under \$500 or unenforceable under state law;
  - c. If you applied for services as a custodial parent and CSE has information that you no longer have legal or physical custody of your child or children.
  - d. If CSE has been unable to contact you for more than sixty days despite attempts to do so that include at least one letter sent by first-class mail to your last-known address;
  - e. If CSE cannot obtain jurisdiction over the noncustodial parent;
  - f. If the noncustodial parent has died and no further action can be taken;
  - g. If paternity cannot be established because, for example, genetic testing or the court has excluded the alleged father;
  - h. If CSE has been unable to locate the noncustodial parent for three years if the noncustodial parent's social security number is known or for one year if the noncustodial parent's social security number is not known;
  - i. If the noncustodial parent has been institutionalized in a psychiatric facility or is incarcerated with no chance of parole and cannot reasonably be anticipated to pay support for the time remaining until the child or children reach the age of majority;
  - j. If the noncustodial parent has a medically verified total and permanent disability with no evidence of support potential;
  - k. If the noncustodial parent is a citizen of and lives in a foreign country, does not work for the United States government or for a company with offices in the United States, has no reachable domestic income or assets, and CSE does not have reciprocity with the foreign country;
  - l. If CSE has documented evidence that you have not cooperated and your cooperation is essential for the next enforcement step.  
Failure to cooperate includes:
    - (1) Failure to appear at a CSE office or at another location designated by CSE to provide information, testimony, or evidence for the purpose of legal proceedings; or
    - (2) Failure to complete and return forms or otherwise provide information needed to service your case; or
    - (3) If you are a custodial parent, failure to report to CSE any child support payments that are made directly to you; or
    - (4) If you are a custodial parent, failure to repay to CSE any child support collections you receive that you are not entitled to keep.

CSE will not terminate services for any of these reasons if you contact CSE, **within 60 days** after issuance of a written notice of termination, and provide information that could lead to the location of the noncustodial parent or to the establishment or enforcement of a support order. After 60 days, you may request CSE to reinstate your services if changed circumstances could lead to the establishment of paternity, establishment of a support order, or the enforcement of a support order.

#### TAX REFUND OFFSET

1. CSE may submit the case for federal and/or state tax refund offset. With this method of collecting child support arrears, the noncustodial parent's tax refund is intercepted and applied to arrears.
2. Conditions for submittal for tax refund offset are as follows:
  - a. You must be a Non-TANF applicant pursuant to Section 454(6), Title IV of the Social Security Act, and you cannot obtain only tax refund offset services.
  - b. There must be a valid court or administrative order for child support.
  - c. The noncustodial parent must have child support arrears of at least \$500.
  - d. The noncustodial parent's social security number has been verified.



- e. You may need to provide CSE with a copy of the order and any modifications. In cases with arrears from a time period prior to application for CSE services, you may need to provide a certified copy of the support payment record or a signed affidavit before these arrears can be submitted for offset.
- 3. There is no guarantee that monies will be collected on the case through tax refund offset.
- 4. If a collection is made through federal tax refund offset, CSE has the authority to hold the refund, if it involves a joint return, for up to six months before sending the collection to the custodial parent.
- 5. If you are a custodial parent who has received public assistance in North Dakota in the past and CSE has submitted a debt for federal tax refund offset, the State's debt will be satisfied first.
- 6. If you are a custodial parent, you are personally liable for the repayment of any monies received by you that were an overpayment, including any amounts that may be returned to the noncustodial parent due to the filing of an amended return by the noncustodial parent's spouse. The amended return may be filed as much as six years later.

### **ACCOUNTING PROCEDURES**

- 1. CSE will endorse checks, money orders, and drafts received in payment of support. This is necessary to allow the office to process payments.
- 2. When money is collected for child support, CSE will determine where the money should be applied according to federal and state distribution requirements.

Example: Payments are usually applied to current child and medical support first. However, money sent to us from a federal tax refund offset will not be applied to current support. Federal tax refunds will only be applied to arrears that were certified (reported) to the IRS.

- 3. When the noncustodial parent, an employer, the Secretary of the Treasury, the State Tax Commissioner, etc., sends a support payment to CSE, CSE will send the appropriate amount to the custodial parent. This is an "advance" of funds pending the actual processing of the support payment. If CSE is unable to process the support payment for any reason, the custodial parent must repay CSE.

Example A: If the noncustodial parent's support check is written on insufficient funds (bounces) and efforts to get the noncustodial parent to make the check good fail, the custodial parent must repay the amount of the advance to CSE.

Example B: If the Internal Revenue Service takes back the amount of the federal tax refund offset, the custodial parent must repay the amount of the advance to CSE.

**To facilitate this repayment process, the custodial parent may authorize CSE to withhold a reasonable amount from future support payments as repayment. This authorization may be given as part of the application process but it is not a requirement in order to receive services from CSE. If the custodial parent does not give authorization as part of the application process and repayment becomes necessary, CSE will attempt to set up a repayment plan with him or her or seek repayment through the courts if necessary.**

### **COSTS AND FEES**

- 1. If, in a paternity case, the custodial parent names someone as the father and this individual is later excluded by genetic tests, the custodial parent may be required to pay the cost of the genetic tests.
- 2. If you request your case be referred to the Secretary of the Treasury for full enforcement services by the IRS and CSE approves this request, you must pay \$122.50, which is the fee charged by the IRS for this service.
- 3. You may be required to pay additional court costs.
- 4. If you are a custodial parent who has never received TANF, CSE will charge an annual fee of \$25 for each federal fiscal year (October 1 through September 30) in which at least \$500 in support has been collected on your case. CSE will retain this fee from the support collections.

5. CSE reserves the right to charge additional fees; however, you will receive notification at least thirty days prior to implementation of any new fee schedule or collection of any fee for future services.

### **PARENT'S RESPONSIBILITIES**

1. If you are a custodial parent and you receive your child support payment directly from the noncustodial parent, it is your responsibility to report the money to CSE immediately. All child support payments must be reported to CSE. It is necessary to report these payments to CSE for proper accounting and recording and to enable CSE to claim federal funding for the costs of the service.
2. CSE is most effective when you work with them to enforce child support orders. You may assist CSE by:
  - a. Providing certified copies of your support orders. This is usually a decree of divorce, but could be another type of order such as a paternity order, juvenile court order, separate maintenance order, or an order modifying child support or spousal support obligations.
  - b. Completing and returning, as quickly as possible, all forms, requests for information, or data requested by CSE.
  - c. Informing any agent or lawyer, whom you retain to assist in other domestic matters, that you are receiving services from CSE.
  - d. Notifying CSE if you, either personally or through a private attorney, filed any pleadings to establish or modify a support obligation or to recover support due.
  - e. Promptly furnishing any changes in your address or in the other parent's address.
  - f. If you are a custodial parent, refraining from personally contacting the noncustodial parent's employer.
  - g. Calling for an appointment if you wish to see your child support worker.

### **USE AND DISCLOSURE OF INFORMATION**

1. Information you provide CSE may be disclosed to, and used by, public officials who require such information in connection with their official duties.
2. Information you provide CSE will be used for purposes directly connected with the administration of CSE. This may include the use and disclosure of social security numbers, of you and your child(ren), for various purposes such as locating the noncustodial parent, cataloging the case files, submitting cases for tax refund offset and securing health insurance coverage for the child(ren). Social security numbers may be disclosed to the noncustodial parent or noncustodial parent's health insurance company in order to enroll the child(ren) in medical insurance.
3. CSE will follow all federal and state confidentiality requirements, in regard to safeguarding of information.

If you have any questions regarding this information, please contact your local Regional Child Support Enforcement Unit listed below:

**Bismarck RCSEU**  
316 N 5<sup>th</sup> St., Suite 300  
PO Box 7310  
Bismarck, ND 58507  
(701) 328-0955

**Dickinson RCSEU**  
135 Sims Street #202  
Dickinson, ND 58601  
(701) 227-7424

**Grand Forks RCSEU**  
151 S Fourth Street #N101  
PO Box 5756  
Grand Forks, ND 58206  
(701) 795-3960

**Minot RCSEU**  
305 17th Avenue SW Suite A  
PO Box 2249  
Minot, ND 58702  
(701) 857-7696

**Devils Lake RCSEU**  
206 Fifth Street NE  
Devils Lake, ND 58301  
(701) 665-4475

**Fargo RCSEU**  
4950 13<sup>th</sup> Ave. S, Suite 22  
PO Box 2987  
Fargo, ND 58108  
(701) 298-4900

**Jamestown RCSEU**  
804 13th Street NE  
PO Box 427  
Jamestown, ND 58402  
(701) 253-6260

**Williston RCSEU**  
205 E Broadway  
PO Box 2047  
Williston, ND 58802  
(701) 774-7940

The Department of Human Services makes available all services and assistance without regard to race, color, religion, national origin, age, sex, political beliefs, disability, or status with respect to marriage or public assistance. The Department of Human Services makes its programs accessible to persons with disabilities. Persons needing accommodation or who have questions or complaints regarding the provision of services should contact their local Regional Child Support Enforcement Unit or the Child Support Enforcement Division at (701) 328-3582 or toll free in ND: 1-800-755-8530; TTY: 1-800-366-6888.